POSITION DESCRIPTION

ORGANISATION:
Natural Hazards Research Australia

POSITION:
Senior Research Services Project Officer
- 12 months contract

LOCATION
Brisbane, Melbourne or Sydney

REPORTS TO:
Research Services Manager

CONTEXT

Vision

That communities will be safer, more resilient and sustainable in the face of natural hazards.

Mission

To work with partners and the community on research that is useful, actionable and supportive of better decision-making to save lives and protect communities.

Natural Hazards Research Australia (the Centre) focuses on outcomes that will:

- Protect human life and minimise harm and suffering – towards zero preventable deaths.
- Contribute to well-prepared and resilient communities that are better informed of the risks associated with natural hazard exposure, are informed about strategies for mitigating the impacts from natural hazards and are able to make informed decisions if faced with a potential disaster.
- Translate research into action, maximising translation and implementation of research outcomes.

In delivering the strategy, the Centre will build Australian capability through:

- Strengthening relevant research capabilities.
- Supporting the development of sustainable research and its translation capabilities within research provider and end-user organisations.
- Strengthening and expanding the appropriate knowledge networks.

The Centre focuses on natural hazard resilience and disaster risk reduction to support the needs of a variety of critical stakeholders – including disaster resilience agencies and communities – in preparing for, responding to and recovering from disasters caused by natural hazards.

The Centre involves a large number of participants drawn from government, private and not-for-profit sectors across Australia. The Centre has a strong focus on delivery of useable outputs to enhance the safety, resilience and sustainability of communities.

Utilisation (translation and implementation) of the knowledge and other outcomes from the Centre's research activities is a critical objective that involves close collaboration with Centre end-users in emergency service organisations, land management organisations, government departments, not for profits and businesses.

CENTRE VALUES

Respect – To recognise and value the contributions of everyone through embracing diversity in gender, ethnicity and thought,

Focus – Ensuring that our activities are aligned with the Centre's vision and mission.

Integrity and Honesty – To be honest and act with integrity in all we do.

Research Excellence – Pursuing highest quality research methods and use.

Supportive Leadership – Allowing all involved in the Centre to achieve their potential.

Trust and Collaboration – Sharing and working co-operatively in a trusting environment.

Independence – To be open, transparent and independent.

THE RESEARCH SERVICES TEAM

The Research Services Team is responsible for providing efficient and effective project management support to the Centre's Research and Implementation Team. To achieve this, the Research Services Team is responsible for managing:

- day-to-day project-level relationships with researchers, research providers and end users,
- managing the contracting of all research for the Centre,
- progress reporting for projects and requests for changes to approved project plans,
- timely payment of invoices for projects,
- advising the Director, Research & Implementation and Node Research Managers of delays, underperformance and any other issues that are, or are likely to, affect the progress of projects,
- maintaining the Centre's Intellectual Property Register,
- supporting strategy and planning for the effective utilisation to enable research impact
- coordinating the application and review process for applications for funding to the Centre's research and grant funding programs
- ensuring the accuracy of the Centre's research data and providing data summaries to assist the Centre with its internal and external reporting obligations, and
- working with the Centre's Communications Team to support delivery, publication and promotion of research outputs.

The team will work closely with the Research and Implementation Director, Science and Innovation Director and Node Research Managers to ensure the Centre provides effective management of a large and diverse portfolio of research and research translation projects.

PURPOSE OF THE POSITION

As a senior member of the Research Services Team at Natural Hazards Research Australia (the Centre), the role supports the efficient development, implementation, and management of research projects in the Centre. This includes supporting the research, translation and implementation elements for each project and playing a role in ensuring that outputs meet the needs of project end-users.

The Senior Research Services Project Officer will act as a mentor and provide guidance to others in the Research Services Team to set a high performing positive work culture.

This is a 12-month contract position and will be based at one of the Centre's nodes in Melbourne, Sydney, or Brisbane.

KEY RESPONSIBILITIES

Research Project Management

The Senior Research Services Project Officer is responsible for:

- supporting the effective and efficient co-development and initiation of new research projects, contract and grant management including drafting of tender documentation, grant processes, evaluations and the development of contracts and contract variations,
- working closely with researchers in the monitoring and reporting of progress on projects and scholarships,
- providing project management oversight and tracking ongoing progress of projects and scholarships,
- maintaining communication with lead researchers and research teams on the progress of projects and scholarships,
- identifying and supporting the management of issues and risks that could affect the Centre's projects and scholarships,
- providing effective and efficient record-keeping including improvement maintenance and operation of the project management system,
- coordinates processes for the development and implementation of utilisation strategy and plans for research projects,
- coordinating and preparing documents and briefing information for Centre meetings and reporting,
- supports the maintenance of the Centre's IP data base,
- supporting the continuous improvement of internal processes and systems, and developing new processes and systems as required to suit the evolving needs of the business, and
- any other duties as required

Stakeholder Engagement

Strong relationships with internal and external stakeholders are essential for the efficient administration of the Centre's research program. The Senior Research Services Project Officer is responsible for:

- building and sustaining effective working relationships with the Centre's participants, agency leads and research leads,
- representing the Centre by attending meetings, forums etc. with stakeholders and other organisations as required,
- supporting the Centre's communications team to contribute to the development of a range of communications products and events to promote research projects, and
- supporting the Centre's communication with external stakeholders across the Centre's activities, programs and portfolios, including managing and monitoring communication from specific Centre email accounts

Systems and Product Support

The Senior Research Services Project Officer is responsible for:

- coordinating the maintenance and updating of research products and systems, including:
  - the project management system
  - the national inquiries database
- providing project management system support and advice to external and internal stakeholders
- supports the monitoring and evaluation of the Centre's projects, including creation of reports and Dashboards in the project management system.

Office Support, Administration and Other Tasks

The Senior Research Services Project Officer is responsible for:

- providing administrative support and undertaking other tasks as required to support the effective operation of the Centre,
- undertaking specific projects as requested

KEY RELATIONSHIPS

Internal:
Research Services Manager
Research and Implementation Director
CEO
Science and Innovation Director
Partnership Development Director
Node Research Managers
Communications Team
Executive Assistant to the CEO
Legal Counsel

External:
Research Teams
End Users
Research offices
Scholarship and associate students
External business support services

SELECTION CRITERIA

Education:

- Tertiary qualifications with subsequent experience, or an equivalent combination of relevant experience and/or education/training.

Specific knowledge and experience required:

- Well-developed communication and interpersonal skills, together with the ability to liaise effectively with a mature, friendly and confident personal style, and build and maintain strong and effective relationships with a diverse group of stakeholders.
- Strong skills and experience in project management, including a demonstrated ability to plan and organise work efficiently and to operate effectively in an environment characterised by short and often conflicting time frames.
- Demonstrated ability to work in a team environment and mentor staff.
- Strong skills and experience in implementing contract management and grant processes including drafting, negotiation and finalisation of research agreements.
- Advanced writing skills and the ability to undertake projects independently, liaising with external stakeholders as necessary and meeting deadlines.
- Advanced conceptual and analytical skills, including the ability to identify issues, manage data and develop appropriate solutions.
- Experience and sound skills in using software packages to support reporting, project management and customer relationship functions.
- Highly developed skills in MS Office and other related programs.

Desirable knowledge and experience:

- Experience in research administration including knowledge of the workings of universities and research organisations.
- Knowledge of the workings of government departments and agencies.
- An understanding of intellectual property management.